

STATE OF CALIFORNIA  
TRAVEL EXPENSE CLAIM  
STD 262 (REV 6/93)

See Instructions and \*Privacy  
Statement on Reverse Side

Page 1 of 1 Pages

CLAIMANT'S NAME Phyllis W. Cheng				SSAN OR EMPLOYEE NUMBER*				DEPARTMENT DFEH				
POSITION Director		CB/ID NUMBER Exempt		DIVISION OR BUREAU Executive						INDEX NUMBER		
RESIDENCE ADDRESS*				HEADQUARTERS ADDRESS 2218 Kausen Drive				TELEPHONE NUMBER 916-478-7250				
CITY [REDACTED]		STATE CA		ZIP CODE [REDACTED]		CITY Elk Grove		STATE CA		ZIP CODE 95758		
(1) MONTH/YEAR July/Aug 09	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS BREAK-FAST LUNCH O.T., LT N/C RELO OR DINNER	(6) INCIDENTALS	(7) TRANSPORTATION (A) COST OF TRANS (B) TYPE USED (C) CARFARE TOLLS, PARKING (D) PRIVATE CAR USE MILES AMOUNT	(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY					
(2) DATE 07/29	TIME 0800-1700	Los Angeles					2.50	b			2.50	
07/30	07:00	LA/Santa Ana/SD	89.00	10.00	18.00			pc	247	135.85	252.85	
07/31	20:00	San Diego/LA	6.00	10.00	18.00	6.00	2.50	b			42.50	
08/03	0800-1700	Los Angeles					38.50	b			38.50	
08/04	0800-1700	Los Angeles										
08/06	13:00	Sacramento/SF	72.84		18.00				2.50		93.34	
08/07	17:00	San Francisco	6.00	10.00		6.00	3.00	b			25.00	
08/10	0800-1700	Los Angeles					2.50	b			2.50	
08/14	0900-1200	Los Angeles										
08/17	0800-1700	Los Angeles						sc	1.25		1.25	
08/19	1500-1730	Sacramento					5.00	b			5.00	
08/24	1200-1600	LA/Pasadena										
08/28	0800-1700	Los Angeles					2.50	b			2.50	
08/31	0800-1700	Los Angeles										
(10) SUBTOTALS		161.84	12.00	30.00	54.00	12.00	56.50		3.75	247	135.85	465.94
COLUMN CODE (ACCTG USE ONLY)												\$ 465.94
CLAIM TOTAL												

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (attach receipts/vouchers when required)		(12) NORMAL WORK HOURS 0800-1700	
All airfare paid by employee at her own private expense.		(13) PRIVATE VEHICLE LICENSE NBR. 6ATW241	
7/29: Speaking presentation at Proskaur Rose re: FEHA Compliance		(14) MILEAGE RATE CLAIMED .55	
7/30-31: Santa Ana & San Diego District Offices; Meeting w/FEHC commissioner Perez		AGENCY ACCOUNTING OFFICE USE ONLY PAID BY REVOLVING FUND CHECK NBR.	
8/3-4: Los Angeles Office - meetings; Purchase LA Transit ticket			
8/6-7: Directors meeting; Chinese American National Conf. Roundtable			
8/10, 14, 17: Los Angeles Office - meetings; ERTSC Board meeting			
8/19: Screening of "Immersion" film at Capitol; 8/24 - Meeting w/CELA			
8/28; 8/31 - Los Angeles Office - meeting re: public policy project			
(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.			
CLAIMANT'S SIGNATURE [REDACTED]	DATE 10/14/09	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT [REDACTED]	DATE 10/20/09
(17) SPECIAL EXPENSE AUTHORIZATION-SIGNATURE and TITLE (See Item 17 on reverse)			DATE

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CITY [REDACTED]	STATE CA	ZIP CODE [REDACTED]	CITY Elk Grove	STATE CA	ZIP CODE 95758
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(1) MONTH/YEAR Sept 2009		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., LT N/C RELO OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
09/09	0800-2100	San Francisco						31.00	sc	8.00			39.00
09/10	1100-1300	Sacramento							sc	4.50			4.50
09/11	0800-1400	Los Angeles						2.50	b				2.50
09/14	08:00	Palm Springs			10.00	18.00			pc		220	121.00	149.00
09/15	17:00			6.00	10.00	18.00	6.00						40.00
09/18	0700-930	Monrovia							pc		48	26.40	26.40
09/21	0800-1700	Los Angeles						2.50	b				2.50
09/25	0800-1700	Los Angeles						2.50	b				2.50
09/28	0800-1700	Los Angeles						2.50	b				2.50
09/30	0800-1700	San Francisco						20.00	sc	4.00			24.00
(10) SUBTOTALS				6.00	20.00	36.00	6.00	61.00		16.50	268	147.40	292.90
COLUMN CODE (ACCTG USE ONLY)													
CLAIM TOTAL													\$ 292.90

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (attach receipts/vouchers when required)		(12) NORMAL WORK HOURS
All airfare paid by employee at her own private expense.		0800-1700
9/9: Meeting w/DIR Director John Duncan; Meeting w/Angela Bradstreet;		(13) PRIVATE VEHICLE LICENSE NBR.
Meeting w/HUD Asst Secty Trasvina (toll - \$8; parking - \$21 & \$10)		6ATW241
9/10: Agency meeting; 9/11: LACBA Legal Public Service		(14) MILEAGE RATE CLAIMED
9/14-15: Mtg w/former Director Gutierrez; Keynote address at Pacific West HR Conf.		.55
9/18: Press conference w/Governor re: Regency Court Apartments		AGENCY ACCOUNTING OFFICE
9/21: Meeting Southwest University School of Law re: civil rights scholarship		USE ONLY
9/25 & 28: LA Office - meetings; 9/30 - FEHC Meeting; Purchase BART ticket		PAID BY REVOLVING FUND CHECK NBR.
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